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## INSTRUCTIONS FOR COMPLETING THE APPLICATION

Application for financial assistance under the Recycling Market Development Program involves several steps. Completion of a grant application should only occur after a project proposal letter has been approved by the Office of Energy and Defense Development (OED). Unsolicited applications will not be reviewed. The program guidelines contain information on eligible applicants, projects and project costs. Information on the application and review process and grant procedures is also included. The guidelines should be read carefully in conjunction with the preparation of the application.

Please be sure in include the exact spelling of your company or agency and matching Federal ID number as it is listed with the Indiana Secretary of State.

## CONFIDENTIAL INFORMATION

To the extent feasible and permissible by law, the Office of Energy and Defense Development will honor an applicant's request that confidential information submitted to OED remain confidential. The OED will treat information as confidential only if: (1) the information is in fact protected confidential information such as trade secrets or privileged or confidential commercial or financial information, (2) the information is specifically marked or identified as confidential by the applicant, (3) the information is segregated and placed in a separate appendix to the application, and (4) no disclosure of the information is required by law of judicial order. If the application results in loan or grant, the honoring of confidentiality of identified data shall not limit OED's right to disclose general project information (not proprietary information) and results to the public. Each and every page containing proprietary data must be clearly identified and marked **CONFIDENTIAL**.

This application intended for receiving company or individual. Unsolicited applications will not be accepted. [2/06 revision]